Class Specification: GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN II

ITEM NUMBER: 4411

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DEFINITION:
Under general supervision, performs a variety of routine to moderately difficult technical duties in maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; uses standard GIS tools and generates standard GIS products; performs quality control reviews of the work performed by other GIS Technicians, serves as a technical resource to lower level technicians and may provide work guidance and direction.

CLASSIFICATION STANDARDS:
Positions allocable to this senior technical class independently perform duties primarily focused on GIS data creation and maintenance to support departmental and County-wide geographic information systems capabilities. Incumbents utilize standard GIS tools and utilities to, to create and maintain geodatabase layers, researching a variety of source documents to verify data accuracy and completeness. Incumbents use GIS software to geo-reference maps and generate standard GIS products including maps. Work assigned involves proficiency in the use of standard GIS software, tools and utilities to carry out assignments ranging from routine to complex which are performed following established instructions as to methods, procedures and guidelines. Deviations are referred to the supervisor for further guidance. Work is reviewed to ensure the accurate application of standard methods, techniques and procedures. Incumbents perform quality assurance reviews to verify the accuracy and completeness of work performed by GIS Technicians and may provide work guidance, direction and support to lower level staff.

Positions in this class differ from those in the GIS Technician I class in that incumbents in the GIS Technician II class are responsible for independently performing complex GIS data entry and maintenance duties and for conducting quality control checks on the work performed by other GIS Technicians. Incumbents in the latter class may provide lead work guidance, direction and training to other GIS technical staff.

GIS Technicians differ from GIS Analysts in that the work performed by GIS Analysts, requires a professional knowledge of the theory and principles of GIS software and database manipulation and product/output development.

Positions in this class differ from those in the Supervising GIS Technician class in that incumbents in the latter class are responsible for supervising a unit of GIS Technicians.

EXAMPLES OF DUTIES:
ESSENTIAL DUTIES:

Uses forms and drop down menus to enter data in GIS databases; follows established procedures to select map data and objects to populate database tables and attributes.

Reviews and interprets data sources and uses ~~basic~~ standard GIS software functions to enter, edit and update GIS spatial data, including points, lines and polygons, and attribute data into databases or layers, following standard procedures.

Researches source documents such as track maps, parcel maps, cadastral maps, legal descriptions, permits, as-built drawings and other records to verify the accuracy and completeness of data prior to input; uses standard scripts and queries to search for and correct missing, incomplete or inaccurate spatial and attribute data.

Following established procedures, enters parameters and generates standard GIS products including maps, shape files, graphics, tables and reports; generates and exports new geodatabase layers for use by internal and external customers; generates custom maps of routine to moderate complexity to meet specific customer requirements; researches and responds to customer requests for information.

Following established procedures, uses GIS software to geo-reference digital maps to align with real ground locations based on applicable data; uses coordinate geometry to draft parcels, easements, boundaries and other features.

Performs quality-control checks of own workor work performed by other GIS Technicians to ensure accuracy and completeness of data and adherence with established policies, procedures, and other mandates applicable to areas of assignment and appropriate formatting of GIS products to meet customer requirements.

Operates GIS-specific hardware including large format plotters and scanners.

May convert spatial data from one coordinate system to another; may convert maps into standard non-GIS formats such as pdf.

May collect field data using a GPS or other equipment as needed.

Serves as a technical resource to other staff and may provide lead work direction, guidance and training.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Option 1

An Associate's degree in geographic information systems, GIScience, geography or a closely related field requiring at least 18 semester units of equivalent coursework in geographic information systems - AND - six months of full time technical experience in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases.

Successful completion of a recognized GIS certificate program requiring at least 18 semester units of coursework may be substituted for the required Associate's degree.

Option 2

A Bachelor's degree from an accredited college or university with a major in geographic information systems, GIScience, geography or a closely related field requiring equivalent coursework in geographic information systems.

Option 3

One year of full time experience, at the level of Los Angeles County GIS Technician I, in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases.

LICENSE:
A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:
2 - Light.

Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable walking may be involved.